



APPLICATION TO SERVE ON TOWN BOARDS AND COMMISSIONS

The Town of Herndon continually seeks individuals interested in serving on the town's boards, commissions, advisory, and ad hoc committees. To make your interests and talents known, each applicant should complete the application below (use additional pages as necessary). Please **SEND A SEPARATE ATTACHMENT of your RESUME in PDF format**, which outlines your interests, community activities, education, and/or expertise to town.clerk@herndon-va.gov. Applications submitted will remain on file for one year. It is the spirit of volunteerism that makes Herndon such a special community and your interest is genuinely appreciated. For additional information you may contact the Town Clerk or visit our website at www.herndon-va.gov under Government/Application to Serve on Town Boards and Commissions. Please return your application via email or mail to:

Town Clerk
703-435-6804
Town.clerk@herndon-va.gov

Please select the board, commission, and/or committee that you wish to be considered for appointment to:

<input type="checkbox"/>	Architectural Review Board	<input type="checkbox"/>	Economic Development Advisory Committee
<input type="checkbox"/>	Board of Zoning Appeals	<input type="checkbox"/>	Pedestrian and Bicycle Advisory Committee
<input type="checkbox"/>	Building Board of Appeals	<input type="checkbox"/>	Herndon Diversity, Equity, and Inclusion Committee
<input type="checkbox"/>	Historic District Review Board	<input type="checkbox"/>	Herndon Youth Advisory Council [2022-2023 School Year]
<input type="checkbox"/>	Planning Commission	<input type="checkbox"/>	Ad Hoc Committees
<input type="checkbox"/>	Cemetery Advisory Committee	<input type="checkbox"/>	

NAME

ADDRESS

EMAIL (case sensitive)

HOME PHONE

DAYTIME/CELL PHONE

YES

NO

IS YOUR RESIDENCE LOCATED WITHIN THE TOWN'S CORPORATE LIMITS?

<input type="checkbox"/>	<input type="checkbox"/>
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****Please note that unless otherwise noted, members must be town residents and qualified voters.**

PROFESSIONAL BACKGROUND

COMMUNITY ACTIVITIES

SPECIFIC INTERESTS

SIGNATURE _____

DATE _____

Architectural Review Board: ARB members receive \$100 per month and have jurisdiction over all structures except detached single-family homes and buildings in the Historic District. At least one member of the Board shall be an architect registered in Virginia and at least one shall be a member of the Virginia State Bar. All members shall be town residents and qualified voters, except the architect member (ARB), who may or may not be a resident of the Town. If the architect member is not a resident of the town, that appointment shall be for a term of one year. There is one meeting per month plus work sessions as called. A full term is three years.

Board of Zoning Appeals: BZA members receive \$50 per month and hear and decide variances. Members must be town residents and qualified voters. There is one meeting per month. A full term is five years.

Building Board of Appeals: Building Board of Appeals members do not receive compensation. The board is established under the Virginia Uniformed Statewide Building Code (USBC) and consists of five members appointed by the locality. At least one member should be an experienced builder, one member a licensed architect or professional engineer and one member an experienced property manager. The board meets on an appeal of a decision by the building inspector. A term is five years.

Historic District Review Board: HDRB members who do not serve on the Architectural Review Board receive \$100 per month and have jurisdiction over all structures in the Historic District. At least one member, the historian member, shall have a demonstrated interest, competence, or knowledge in historic preservation; and at least one member shall be an architect or an architectural historian, meeting appropriate qualifications that qualify the member as an expert in the area of historic preservation. These members may or may not be a resident of the town. There is one meeting per month plus work sessions as called. A full term is three years.

Planning Commission: Planning Commission members receive \$175 per month and make recommendations to the Town Council on issues affecting the Comprehensive Plan, rezoning of property, use permits for special uses in specific zoning areas, variances from the zoning ordinances, site plans for new or revised construction, and architectural appearance. Newly appointed members are offered training and certification by the Citizens Planning Education Association of Virginia or similar certification, which is to be completed within two years of appointment. Members must be town residents and qualified voters. There is a minimum of one regular meeting and one work session each month. A full term is four years.

Cemetery Advisory Committee: Committee members do not receive compensation and provide guidance on the operations of the cemetery. Members are appointed by the town manager.

Economic Development Advisory Committee: EDAC members do not receive compensation and work to provide an ideal business-friendly environment within the town. The committee advises the Town Council on matters related to economic development, including the business climate, business retention and expansion, new development, and marketing opportunities. The members, who will be appointed by the Town Council, must own or manage a business in the town, or live in the town and have expertise in their business sector. Each member should represent a different business sector: arts community; downtown/small business owner; financial sector; hotel/hospitality sector; large employer; real estate sector; restaurant sector; technology sector; and two general members. The committee will meet as needed with no more than eight meetings a year.

Pedestrian and Bicycle Advisory Committee: PBAC members do not receive compensation and provide advice on matters relating to pedestrian and bicycle matters through the promotion of safe walking and bicycling as a viable means of transportation and physical activity. One member of the Herndon Town Council serves as chair; one Planning Commission member; one ARB/HDRB member; seven citizens; and staff from the departments of Community Development, Parks and Recreation, Public Works, and the Herndon Police.

Town of Herndon Diversity, Equity, and Inclusion Committee: HDEIC members do not receive compensation and will engage the community to understand the breadth and depth of issues related to inclusion and equity, and to suggest actionable steps to the Town Council so that under-represented members of the community are seen, heard, and included. The committee's recommendations may include improvements to town services and practices that enhance diversity, inclusive cultural programming, and events. Members will serve two-year terms to coincide with election terms, with the first term extended to end with the subsequent Council's term through December 31, 2024. Meetings are held as requested by the Chair.

Herndon Youth Advisory Council: HYAC members do not receive compensation and will advise the Town Council on activities, issues and decisions relating to youth and will advocate for legislation that caters to the interests and desires of our diverse youth population. The HYAC will serve as a link between the Town Council, middle and high school principals, other adult leaders, and youth. This advisory council is comprised of middle and high school students, who either live in the Town of Herndon or attend classes at Herndon Middle or Herndon High Schools, and who are in good standing in the community. The HYAC will meet as needed and in accordance with notification requirements. [Consideration to reinstate HYAC for the 2022-2023 school year]

Ad Hoc Committees: Ad hoc committees are formed as occasions arise. Members do not receive compensation.